

CLASS TITLE:**FIELD INVESTIGATOR
(CORRECTIONS)****Class Code: 02435300****Pay Grade: 20A****EO: D****CLASS DEFINITION:**

GENERAL STATEMENT OF DUTIES: To perform field investigations and acquire information for the Parole Board regarding applicants for parole; to contact and notify victims of their right to appear before the Parole Board; to obtain copies of police narratives and other information pertinent to Parole Board hearings; to assist the Executive Secretary of the Parole Board; and to do related work as required.

SUPERVISION RECEIVED: Works under the direction of the Executive Secretary of the Parole Board with considerable latitude for the exercise of independent judgement; assignments are received in broad outline; work is reviewed upon completion for conformance to the provisions of laws, rules, policies and regulations.

SUPERVISION EXERCISED: To assist the Executive Secretary in supervising and reviewing the work of the Parole Board staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform field investigations and acquire information for the Parole Board regarding applicants for parole.

To contact and notify victims of their right to appear before the Parole Board.

To obtain copies of police narratives and other information pertinent to the Parole Board hearings.

To assist the Executive Secretary of the Parole Board.

To conduct investigations in order to verify facts pertaining to requests for parole.

To conduct investigations in enforcing compliance with various laws of parole.

To review and investigate parole reports involving inmates of the Department of Corrections.

To investigate complaints regarding violations of laws relating to parole.

To authorize detention revocation warrants regarding parole violations.

To collect and summarize data for each parole applicant.

To prepare files for parole applicants which includes collecting information such as pre-parole investigation, social history, police reports, prior criminal record, psychological evaluation, and any communications from various agencies, interested parties, as well as a recommendation of the Attorney General.

To arrange meetings of the Board, which includes notifying members as well as ACI personnel of the time and place of each meeting.

To notify city or town police departments of a parolee's residence upon release.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A working knowledge of the laws, principles, practices and techniques related to the administration and functions of the Parole Board; the ability to conduct comprehensive pre-parole investigations through information gathering interviews; the ability to summarize and prepare clear, concise reports; the ability to maintain efficient working relationships with law enforcement personnel, victims, public agencies and the general public; the ability to organize and coordinate the functions of the parole process; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and supplemented by courses in criminal justice; and

Experience: Such as may have been gained through: employment in investigatory work including interpreting state laws, obtaining facts and written reports.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must possess a valid Rhode Island Motor Vehicle Operator's License.

Class Created: October 7, 1990

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